



The Wisconsin Department of Public Instruction

Access Manager Overview

Ensuring the Security and Privacy of our Longitudinal Data





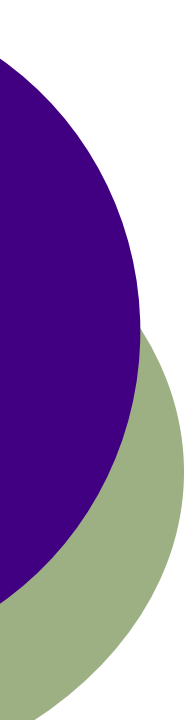
BEFORE YOU BEGIN...

- All users of Access Manager and MDAT will need a WAMS ID
 - To log in to Access Manager
 - To assign access and roles for personnel to use MDAT
 - To log in to MDAT
- WAMS=Web Access Management System
 - Once created, your WAMS ID may be used to log in to a variety of DPI and State of Wisconsin applications.



WAMS: More Information

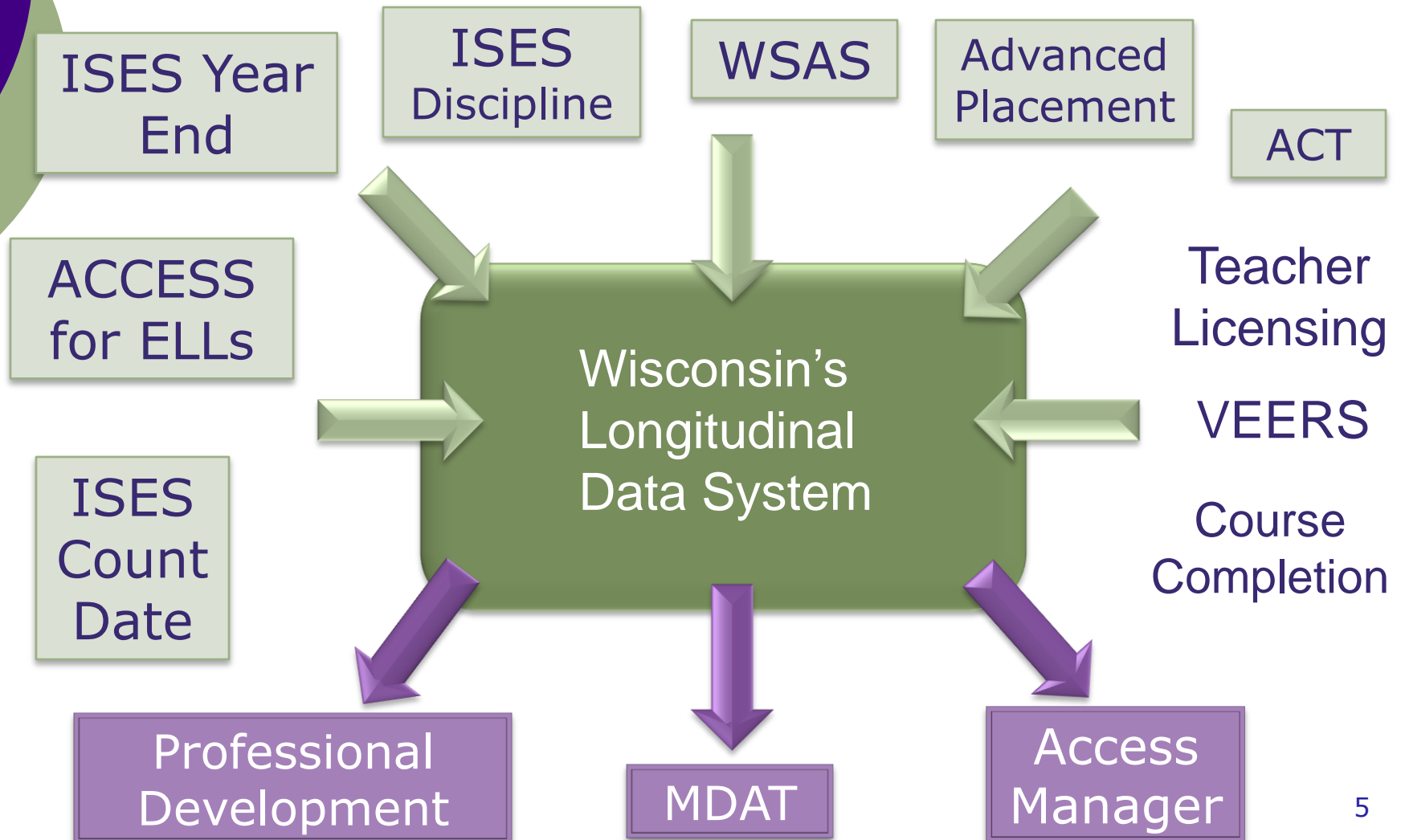
- Need to sign up for a WAMS ID?
- Have a WAMS account, but don't remember your ID and/or password?
- Visit the [LDS Home Page](#), or the [WAMS Home Page](#), for more information about WAMS.
- If you have questions about WAMS, email LDShelp@dpi.wi.gov.



Wisconsin's Longitudinal Data System (LDS)

- The LDS contains many elements:
 - Data Warehouse
 - Reporting Tools (web-based)
 - MDAT
 - Security Applications
 - Access Manager
 - Professional Development
- In the future, the LDS will include:
 - Course completion data (collection)
 - Growth reports (reporting tools)
 - Enhancements to MDAT
 - VEERS Data

Wisconsin's Longitudinal Data System



LDS Access Manager: A Security Solution

- MDAT allows school district officials identified by their school board as having a legitimate educational need to drill down to student-level information
- Federal and Wisconsin laws protect student privacy
 - Wisconsin Statute 118.125
 - Family Educational Rights and Privacy Act (FERPA—34 CFR Part 99)
 - Privacy and Wisconsin's Longitudinal Data System
- DPI's solution to safeguard confidential data: a security tool, or Access Manager



The LDS Access Manager: Overview

- Access Manager is a tool of the LDS, one that manages...
 - Who can *control access* to the applications
 - Who *has access* to certain applications
 - What a user can see/do within an application (*roles*)
 - Which groups of student data the user can access



Access Manager

- Access Manager Rights/Roles
 - Administrative Rights
 - For those who will use Access Manager
 - User rights/roles
 - For those who will use MDAT
- Only those with administrative rights use access manager
 - If you can log in to Access Manager, you already have administrative rights!



Administrative Rights: Types

- DPI provides the following types of administrative rights:
 - District Superintendent (DS) rights
 - Can delegate administrative rights to other users (the DLSA)
 - Can assign access to MDAT
 - District LDS Security Administrator (DLSA) rights
 - Selected and assigned role by the district Superintendent
 - Manages access to MDAT; cannot delegate administrative rights to other users.
 - DPI recommends the DACs for this responsibility



Administrative Rights

- A person with administrative rights CAN
 - Enter a new application user into the system (but only if that person has a WAMS ID!)
 - Assign a new user a User Role, or level of access
 - Change or add to an existing user's level of access
 - Tier
 - School
 - Remove a user



Administrative Responsibilities

- District LDS Security Administrator MUST
 - Maintain up-to-date and accurate user rights for the secure applications of the LDS
- Roles should be assigned at the minimum level necessary for a user or specific project.
 - See slides 14 & 15 for more information about user roles in MDAT.



Administrative Responsibilities

- Superintendents and their delegates are responsible for assigning roles appropriate for the LEGITIMATE EDUCATIONAL NEED of the user.
 - Ensure users know, understand, and agree to meet their obligation to protect the privacy of student data.
 - All users should review their district pupil data privacy policies BEFORE using MDAT.



User Rights: Tiers of Access

- The District LDS Security Administrator (DLSA) assigns access to personnel in district authorized as having a legitimate educational need to use data.
 - See [DPI's Pupil Data Privacy Presentation](#) for more information
- Applications may have different tier structures
- MDAT has five tiers

MDAT User Roles

Roles	Role Description
Tier 1	Student level, all variables, download option
Tier 2	Student-level, all variables
Tier 3	Student-level, no economic indicators
Tier 4	Summary* reports, all variables
Tier 5	Summary* reports, no economic indicators

**The summary reports to which you have access may contain small group sizes, and should therefore be treated as confidential.*



MDAT Tiers: Expected Uses

Roles	Expected Uses
Tier 1	Conduct in-depth analysis; combine MDAT downloads with local data
Tier 2	Repeated short-term access to student-level information
Tier 3	Improvement planning; no legitimate need to know economic status
Tier 4	Need for aggregate student level data, no student-level information necessary (reporting)
Tier 5	Data trainings, basic school-level analysis For CESA staff completing district research, school boards, classroom teachers



MDAT and Access Manager: The Process

- Upon submission of the Superintendent Authorization Form, DPI will give the district superintendent and the chosen District LDS Security Administrator (DLSA) administrative rights in Access Manager.
- DLSA (or Superintendent)
 - Ensures users have been trained and understand:
 - Laws regarding confidentiality of records
 - How to use MDAT
 - Adds new user(s)
 - Assigns roles for users in MDAT
 - Removes users when necessary

Log In Process

- Visit the LDS Home Page
- Select “Secure Log In”
- Log in with your WAMS ID and password*
 - *Don't know what these are? Select the "Forgot User Name/Password" link or email LDShelp@dpi.wi.gov.*
- Select LDS Access Manager (LDSAM)
- Follow instructions in Access Manager Step-by-Step
 - This document guides users through Access Manager.



Looking Ahead

- DPI continues to evaluate the features of Access Manager.
 - It is expected that Access Manager will be enhanced as the overall LDS develops into a robust data portal.
 - Efforts to incorporate pilot and internal feedback to make the tool more user friendly and intuitive are underway.



Done with Access Manager?

Always LOG OUT and CLOSE ALL
BROWSER WINDOWS*!

* Regardless of content



For help, more information...

- Visit the LDS Home Page:
 - <http://dpi.wi.gov/lds/index.html>
- For a step-by-step guide to Access Manager, click [here](#).
- Email LDShelp@dpi.wi.gov.